



November 13, 2017

DIVISION MEMORANDUM  
 No. 77 s. 2017

**ROLL-OUT PROGRAM/ ORIENTATION ACTIVITY ON THE IMPLEMENTATION OF DEPED ORDER NO. 48 S. 2017(THE POLICY AND PROCEDURAL GUIDELINES (PPG) OF THE CERTIFICATION, AUTHENTICATION AND VERIFICATION OF BASIC EDUCATION SCHOOL RECORDS)**

To : Assistant Schools Division Superintendents  
 Chief, School Governance and Operation Division  
 Chief, Curriculum Implementation Division  
 Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 Private Elementary and Secondary School Heads  
 Division Section Chiefs and all other concerned

- This office will conduct a two (2) Roll-out Program/Orientation Activity on the Implementation of DepEd Order No. 48 s. 2017, entitled "Policy and Procedural Guidelines (PPG) on the Certification, Authentication and Verification (CAV) of Basic Education School Records at Pavilion, Ecotech Center, Sudlon, Lahug, Cebu City with the following schedules:

DATE	PARTICIPANTS	TIME
November 20, 2017	All Elem & Sec School Heads, PSDS, SHS Registrars and District Records Custodians <b>(Please see Distribution Matrix)</b>	8:00 a.m.-5:00 p.m.
November 21, 2017	Private Schools (preferably school registrars)	8:00 a.m.-5:00 p.m.

- The said activity shall enable the Certifying Officers to fully understand the following salient features of the said PPG:
  - Standardized processes and guidelines;
  - Uniform step by step guidelines;
  - Levels of responsibility and accountability across all units and personnel;
  - Security measures to eliminate incidence of fraudulent transactions;
  - Standard forms to be used by all units and personnel; and
  - Measures to monitor and evaluate efficiency and effectivity of the processes and procedures.
- Expected participants for public schools are found on the attached Distribution Matrix. Each district is required to submit list of participants, while private schools participants are to fill up the attached confirmation slip to the Division Records Section or thru email [floren.semlante@gmail.com](mailto:floren.semlante@gmail.com) not later than November 17, 2017
- Training and traveling expenses shall be chargeable against division funds and school MOOE respectively, subject to the usual accounting and auditing rules and regulations.
- Private school participants shall have a registration of P 400.00 (four hundred pesos) to cover for the venue, 2 snacks and lunch.
- Immediate and wide dissemination of this memorandum is desired.

  
**RHEA MAR A. ANGTUD, Ed.D., CESO VI**  
 Schools Division Superintendent

## DISTRIBUTION MATRIX

Required Participants	First Congressional District	Second Congressional District	Third Congressional District	Fourth Congressional District	Fifth Congressional District	Sixth Congressional District	Seventh Congressional District	Others	Total
1 Public Schools District Supervisor	4	9	10	11	10	2	9		55
2 District Central School Principal	4	9	10	11	10	2	9		55
3 Central School Records Custodian	4	9	10	11	10	2	9		55
4 Public Secondary School Principals of Biggest Public School	4	9	10	11	10	2	9		55
6 All Public Senior High School Registrars								23	23
<b>TOTAL</b>	16	36	40	44	40	8	36	23	243

**NOTE:**

1. Participants should be the incumbents of the position in the Districts
2. Participants are encourage to bring a hard copy of DepEd Order No. 48, s.2017 / Division Memorandum \_\_\_\_\_, s. 2017 (THE POLICY AND PROCEDURAL GUIDELINES (PPG) OF THE CERTIFICATION, AUTHENTICATION AND VERIFICATION OF BASIC EDUCATION SCHOOL RECORDS)

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November 21, 2017

**REGISTRATION and CONFIRMATION FORM**  
**(for PRIVATE SCHOOLS ONLY)**

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Name : \_\_\_\_\_

Position: \_\_\_\_\_

Division : \_\_\_\_\_

Office : \_\_\_\_\_

Email Add: \_\_\_\_\_

Office Tel. No. \_\_\_\_\_

Email Add: \_\_\_\_\_

\_\_\_\_\_  
Signature

Recommending Approval:

\_\_\_\_\_  
Signature over Printed Name  
of Immediate Supervisor

Approved:

\_\_\_\_\_  
Signature over Printed Name of  
Approving Authority

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November 20-21, 2017

**LIST OF DIVISION WORKING COMMITTEE**

NO	NAME	POSITION	OFFICE
1	Dr. Ester A. Futalan	Assistant School Division Superintendent	Division Office
2	Mr. Jeremy C. Denampo	Administrative Officer V	Division Office
3.	Mr. Floren C. Semblante	Administrative Officer IV (Records Officer II)	Division Office
4.	Mr. Orly Perico	Education Program Specialist II (ALS)	Division Office
5	Mr. Romeo Mejia	Principal III	Bitoon NVHS
6	Mr. Carmelito Lauron, Sr.	Assistant Principal II	Liloan NHS
7	Division Secretariat		3 personnels

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**November 20-21, 2017**

**TRAINING MATRIX**

<b>TIME</b>	<b>WHAT</b>	<b>WHO</b>
7:00 – 8:00 a.m.	Registration	Secretariat
8:00 a.m.	Philippine National Anthem	multimedia
	Invocation	multimedia
8:10 a.m.	Welcome Address	Dr. Ester A. Futralan Assistant Schools Division Superintendent
8:30 a.m.	Acknowledgement of Participants	Mr. Carmelito Lauron, Sr. Assistant Principal 2
8:40 a.m.	Inspirational Message	Dr. Rhea Mar A. Angtud Schools Division Superintendent
9:00 – 9:30 a.m.	Rationale	Mr. Romeo Mejia Principal III
9:30 – 10:00 a.m.	Definition of Terms	Mr. Jeremy C. Denampo Administrative Officer V
10:00 – 12:00 n.n.	CAV Procedures	Mr. Carmelito Lauron, Sr. Assistant Principal 2
	CAV Procedures (continuation)	Mr. Floren C. Semblante Administrative Officer IV-Records
	CAV Procedures (continuation)	Mr. Orly Perico Education Program Specialist 2
12:00 – 1:00 p.m.	<b>LUNCH</b>	
1:00 – 1:10 p.m.	<b>ENERGIZER</b>	c/o secretariat
1:00 – 2:30 p.m.	<b>WORKSHOP (SITUATIONAL)</b>	
2:30 – 4:00 p.m.	Presentation of Outputs/ Discussion	Representative of each group
4:00 – 4:30 p.m.	Concluding Remarks	Mr. Jeremy C. Denampo Administrative Officer V
4:30 – 5:00 p.m.	Distribution of Certificates	
<b>Masters of Ceremony: Mr. Orly Perico</b>		

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